

SECURITY CHECK SHEET

Approved For Release 2002/06/10 : CIA-RDP61-00763A000200150023-2
 Book Number _____
 Date _____

	OK	ACTION
1. SAFES		
(a) All drawers closed and locked	_____	_____
(b) Tumbler on lock spun three times in one direction	_____	_____
(c) All drawers tested by strong pull	_____	_____
(d) Indicators show "Closed"	_____	_____
(e) Check sheet signed	_____	_____
(f) No classified material left on top of safes	_____	_____
2. CLASSIFIED WASTE		
(a) No Burn Bags left outside safes	_____	_____
(b) No classified waste in plastic or other type containers	_____	_____
(c) No classified waste in exposed envelopes or folders	_____	_____
3. WINDOWS		
(a) Closed and Locked	_____	_____
4. DESKS		
(a) Tops cleared of classified material	_____	_____
(b) No classified material behind desk	_____	_____
(c) No classified material on floor under desk	_____	_____
(d) No classified material in desk drawers	_____	_____
(e) Correspondence trays empty and turned on side	_____	_____
(f) No burn bags on desk	_____	_____
(g) Plastic or other type classified waste containers empty and turned upside down	_____	_____
5. TELEPHONE AND OTHER TABLES		
(a) No classified material left on top	_____	_____
(b) No classified material left in drawers	_____	_____
(c) No classified material on floor	_____	_____
6. BOOKCASES		
(a) No classified material left on top	_____	_____
(b) No classified material left in drawers	_____	_____
(c) No classified material on floor	_____	_____
7. WASTEBASKETS		
(a) No classified material in waste baskets	_____	_____
8. RADIATORS		
(a) No classified material in envelopes, burn bags or other container left on or behind radiators	_____	_____

OK

ACTION

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|----------------------------------------------------------------------------|-------|-------|
| 9. CLOTHES RACKS | | |
| (a) No classified material left on or behind clothes racks | _____ | _____ |
| 10. TYPEWRITERS | | |
| (a) No classified material left in typewriters | _____ | _____ |
| (b) No classified paper or carbons or used typewriter ribbons exposed | _____ | _____ |
| 11. DUPLICATING MACHINES | | |
| (a) No classified material in machine | _____ | _____ |
| (b) No reproduced or scraps of reproduced material left in area of machine | _____ | _____ |
| 12. FILE OR SUPPLY CABINETS | | |
| (a) All drawers closed | _____ | _____ |
| (b) Security bar in proper position | _____ | _____ |
| (c) Lock in proper position | _____ | _____ |
| (d) Tumbler on lock spun three times in one direction | _____ | _____ |
| (e) Indicators show "Closed" | _____ | _____ |
| 13. DOORS CLOSED AND LOCKED | _____ | _____ |